

## Section 01520 – ENVIRONMENTAL SAFETY AND HEALTH

### PART 1-- GENERAL

#### 1.1 POLICY

- A. All Contractors, their employees, visitors, subcontractors, vendors, and delivery personnel, are required to comply with all safety processes and procedures contained in this document including the MWWD CONTRACTOR Environmental Safety and Health Manual, applicable portions of the Department Health and Safety Manual, and applicable portions of the California Code of Regulations (CCR) and Federal OSHA regulations.
- B. Construction and maintenance activities may present situations or conditions that could adversely impact the safety and health of CONTRACTOR and subcontractor employees, City employees, or the general public. As such, the highest level of safety performance is required of MWWD Contractors as demonstrated by a CONTRACTOR'S willingness to adopt a "Safety First" culture; quickly address safety concerns brought up by his employees, subcontractors or MWWD staff; provide quality training; open lines of communication on safety issues and concerns, and enforce regulations and policies.
- C. Substandard safety performance of individuals may result in denial of access to the MWWD project sites.

#### 1.2 ENVIRONMENTAL SAFETY AND HEALTH REQUIREMENTS

- A. The CONTRACTOR shall:
  - 1. Provide a safe and healthy workplace for his employees.
  - 2. Notify the CONSTRUCTION MANAGER of work schedules, locations, and special precautions or concerns prior to the start of a project.
  - 3. Provide for frequent and regular safety inspections of the work site(s), materials, equipment, and behaviors of persons in the worksite.
  - 4. Promptly notify the CONSTRUCTION MANAGER of OSHA complaint notifications and/or OSHA inspections of the job site.
  - 5. Bear sole and exclusive responsibility for protecting the safety and health of his employees, visitors, subcontractors, and delivery persons.
  - 6. Ensure his employees, visitors, and subcontractors are given an appropriate safety orientation prior to site activity. The orientation will include general safety procedures and all required MWWD general and project-specific rules, regulations, and known hazards.
  - 7. Advise employees that failure to comply with the MWWD rules, or applicable federal, state, and City regulations, will result in corrective action that may include removal from the project site.
  - 8. Act immediately on reported unsafe conditions and activities and implement controls to eliminate the hazard or exposure as soon as possible.

9. Investigate accidents and incidents that result in personal injury or illness to his employees, subcontractor employees, visitors, or delivery persons and for any damage caused to public or private buildings and/or equipment.
  - a. In the event of an accident or incident that results in a personal injury or illness to an employee of the CONTRACTOR or subcontractor, a visitor, or a delivery person, the CONTRACTOR shall notify the CONSTRUCTION MANAGER and Safety Officer or their designees immediately. The CONTRACTOR shall contact all federal, state, and local agencies when required by law and complete all required reports. The CONTRACTOR shall cooperate with all investigations by the MWWD, City, state, or federal officials.
10. Ensure that a “Competent Person”, as defined in Subsection 1.3, is provided at all job sites including subcontractors and vendors as required by California Code of Regulations (CCR), Title 8.
11. Comply with all checked matrix requirements (last two pages of this Section) as defined in the current CONTRACTOR Requirements Section and other applicable regulatory requirements.
  - a. The CONTRACTOR Requirements Section shall be designated as “Appendix A” when attached to a contract. The Requirements can also be obtained as a separate document from the Records Management Office at 9192 Topaz Way, San Diego, CA 92123.
12. Provide and maintain an appropriate number and type of sanitary facilities.
13. Inform and disseminate all pertinent safety information provided by MWWD to employees, subcontractors, visitors, and delivery persons.
14. Have a written safety and health policy that includes the following elements:
  - a. Management commitment and employee involvement,
  - b. Communication of goals and objectives,
  - c. Provisions for top management visibility,
  - d. Assignment and communication of responsibilities,
  - e. Provisions for authority and resources,
  - f. A method to hold all personnel accountable,
  - g. All information required by Cal-OSHA Title 8, Section 3203.
15. Prioritize hazard prevention and control efforts utilizing the following guides:
  - a. Engineering techniques,
  - b. Procedures for safe work,
  - c. Provisions for personal protective equipment,
  - d. Administrative controls,
  - e. Preventative maintenance,
  - f. Emergency planning,
  - g. Medical program.
16. Reinforce safety performance expectations by:
  - a. Ensuring that employees understand hazards and how to protect themselves.

- b. Ensuring that supervisors analyze the work-site and employee performance for optimum effectiveness.
  - c. Maintaining physical protection.
  - d. Scheduling ongoing, effective quality training.
  - e. Ensuring that line management understand responsibility and methodology to provide a safe work environment for their employees.
  - f. Maintaining records of employee training and safety meetings.
17. Provide the services of a safety representative and verification of the selected individual's qualifications, unless otherwise specified.

**NTS: Depending on the magnitude and complexity of the WORK, the requirements for qualifications of the CONTRACTOR Safety Representative shall be determined and decided by the MWWD Safety Section in consultation with the Project Manager. The Safety Section will select one of the following two paragraphs under item a.**

The Safety Representative:

- [a. Shall be a full-time safety representative possessing an associate degree or higher in occupational safety and health with minimum one year of construction safety experience in the field. MWWD will consider construction safety experience in lieu of a degree.]
  - [a. May have other job duties, however, ensuring compliance with safe working procedures shall be his primary responsibility. At least five years of construction safety experience in the field shall be required.]
  - b. Shall make daily MWWD site visits, and conduct site orientations, inspections and incident investigations as necessary.
  - c. Shall report directly to the CONTRACTOR'S Corporate Safety Manager or Company President or Vice President.
  - d. Shall interface directly with the CONSTRUCTION MANAGER, and/or MWWD Construction Safety Officer or their designees.
  - e. Shall have authority to correct any hazard or unsafe practice by any means necessary including stoppage of work if necessary.
  - f. Shall demonstrate knowledge in construction related safety practices, Cal-OSHA regulations, and any other regulations or practices pertinent to the WORK being performed.
18. Employee training shall include:
- a. New employee orientations in company safety polices and practices as well as specific safety procedures for the employee's work.
  - b. An educational program to familiarize employees with their company management system.

- c. "Toolbox" or "Tailgate" safety meetings at least weekly to address specific safety issues and awareness of project related topics.
  - d. Additional training for new job functions or whenever a new or previously unrecognized hazard is discovered.
  - e. Safe operating procedures related to specific tools and equipment utilized by employees.
- B. Each CONTRACTOR shall submit a site-specific safety and health plan which includes the following unless otherwise directed:
- 1. A comprehensive site-specific safety plan that covers all aspects of on-site construction operations and activities associated with the contract.
  - 2. The plan must comply with applicable safety and health regulations and the MWWD safety requirements.
  - 3. The plan must include an emergency action plan.
  - 4. "Toolbox" or "Tailgate" safety meeting agenda with attendee signatures.
  - 5. Acceptance of the CONTRACTOR'S safety plan only signifies that the plan generally conforms to the requirements of the contract. It does not relieve the CONTRACTOR of the responsibility for providing employees with a safe and healthful work environment nor will it supplant the requirement for Job Safety Analysis (JSA).
  - 6. A list of hazardous substances brought to the workplace with accompanying materials safety data sheets.
  - 7. Documentation of site safety orientation for employees, subcontractors and visitors.
  - 8. Job Safety Analysis.
  - 9. Certifications and proof of training when required by the MWWD.

C. **Enforcement**

- 1. Each CONTRACTOR and his subcontractor(s) shall establish, in writing, procedures for effective enforcement of disciplinary measures in accordance with California Code of Regulations Title 8, Section 3203.
- 2. The MWWD reserves authority to require the CONTRACTOR to remove from the job site, any person who demonstrates an unwillingness to comply with safety rules.
- 3. Failure to comply with all applicable federal, state, and local safety rules and regulations shall be considered non-compliance with the CONTRACT. The MWWD Construction Safety Officer or his designee will advise the CONSTRUCTION MANAGER of any substandard safety performance issues. Such issues will be documented and placed in the CONTRACTOR'S file. A copy of the document will be presented to the CONTRACTOR to correct violations or hazards. MWWD may exercise its right to withhold progress payments, terminate the contract, and/or seek disbarment should the CONTRACTOR fail to promptly make corrections or continue to violate safety rules.

4. The CONTRACTOR must stop work immediately when conditions or practices present a significant likelihood of serious injury or death, or considerable property damage. Work shall remain stopped until such conditions or practices are corrected by the CONTRACTOR.
5. The CONSTRUCTION MANAGER or his designee may issue to the CONTRACTOR a Notice of Non-Compliance for issues other than imminent danger. Verbal communication with the CONTRACTOR to correct simple issues is acceptable.
6. Prior to resuming work, the CONTRACTOR must agree to abate the hazard(s), document how the hazard will be abated, and agree upon a date with MWWD to complete the corrective action(s).
7. If the CONTRACTOR fails to take corrective action by the agreed upon date, MWWD will stop the work or retain the necessary craftsmen to make the corrections with all labor and materials costs to be charged back to the CONTRACTOR. The CONTRACTOR shall have no recourse against MWWD for damages that may arise as a result of such actions the Department takes.

**D. Entry Control**

1. In order to maintain safety and health requirements of the project site, the CONTRACTOR shall restrict entry of unauthorized personnel and vehicles into the work site. Only authorized personnel with proper identification shall be allowed entry into the project site.
2. The CONTRACTOR shall maintain an Employee/Visitor Log, and make the log available to the CONSTRUCTION MANAGER on request.

**E. Preconstruction Meetings**

1. Representatives of the CONTRACTOR shall meet with the CONSTRUCTION MANAGER and Construction Safety Officer or their designees prior to the start of construction for the purpose of reviewing environmental safety and health requirements and discussing how those requirements shall be implemented. A site visit may also be arranged to ensure appropriate safety equipment, tools, and personnel are ready for work to begin.
2. The CONTRACTOR shall submit his site-specific safety plan and JSA to be reviewed by the MWWD Construction Safety Officer or designee. Work shall not proceed until the safety plan is reviewed, finalized, and approved.
3. Environmental Safety and Health Matrix Requirements will be reviewed with the CONTRACTOR.

**F. Reports**

1. The CONTRACTOR shall use the form supplied by the MWWD to provide the following items "a" and "b" to the CONSTRUCTION MANAGER:
  - a. Monthly total of man-hours worked at the project(s) site listing individually by CONTRACTOR, subcontractor and CONSULTANTS.
  - b. Number of First Aid Cases, Recordable Injuries, and Lost Work Day Cases incurred on the project for the same period for all parties listed in "a" above.

2. The CONTRACTOR shall also provide monthly the following:
  - a. New employee orientation rosters.
  - b. Safety meeting minutes.
  - c. List of newly assigned competent persons to the project listing competency type.
  - d. Safety inspection reports.
  - e. Copies of incident/accident reports (if any).
  - f. Other safety related data as required.

### 1.3 DEFINITIONS

Cal-OSHA – California Occupational Safety and Health Administration

Competent Person – One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

CONTRACTOR – The firm or business under Contract with the Metropolitan Wastewater Department to demolish, construct, repair, expand, rehabilitate or upgrade a facility, equipment, or process systems. A CONTRACTOR may also be a CONSULTANT or out-source management group.

Emergency Action Plan – A written plan prepared by the CONTRACTOR to describe the various response activities that take place in the event of an emergency.

First Aid Case – Any personal injury that does not require more than first aid treatment.

Incident – Any personal injury, property damage, near miss, security breach, environmental or other business interruption, associated with MWWDD projects.

Job Safety Analysis – A method of analyzing the steps of a task to identify potential hazards, and inserting control measures to prevent an incident.

Lost Work Day Cases – The number of cases where an employee would have worked but could not because of a work-related illness/injury; or the number of recordable cases on which, because of an injury or illness: (1) the employee was assigned to other duties on a temporary basis; or (2) the employee worked less than full time; or (3) the employee worked at his/her assigned function but could not perform all duties connected with it.

Process Safety Management – An OSHA regulation that specifies safety requirements for operating and maintaining systems that utilize acutely hazardous chemicals, toxics and reactive substances at or above the threshold quantity.

Qualified Person – One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work or project.

Recordable Injury – Any work-related illness or injury that requires medical treatment beyond first aid.

Site Specific Safety Plan – A written plan prepared by the CONTRACTOR that details specific project site safety issues and assigns responsibility for control of those issues.

Subcontractor – A party that provides services to another CONTRACTOR who in turn is contracted to the MWWD.

Man-hours – The sum of hours worked on a project for a specified period of time that includes the labor of all CONTRACTOR, and subcontractor employees, including CONSULTANTS and other on-site labor for which the CONTRACTOR has responsibility.

Safety Matrix – A chart included in the Contract which stipulates by function and title, specific safety requirements for a project (detail of each requirement is found as an appendix to the Contract or a separate CONTRACTOR Requirements Section.

**PART 2 – PRODUCTS** (Not used)

**PART 3 – EXECUTION** (Not used)

**CITY OF SAN DIEGO  
METROPOLITAN WASTEWATER DEPARTMENT  
MONTHLY CONTRACTOR HOURS/INCIDENT SUMMARY**



Report Period:	Contract Number:
Company Name:	
Company Address:	
Contact Name:	Contact Phone Number:

CONTRACTOR Name	Total Man -Hours *	# Recordable Incidents **	# Lost-Time Incidents	# First-Aid Only Incidents

sample

\*Do not include shop time. Include only time spent on the job site.  
\*\* Attach a copy of Cal/OSHA Form 300 – Log of Work-Related Injuries and Illnesses.

Print Name of Person Completing Form:	
Signature:	Date Completed:



## Matrix for Contractor Requirements

<b>CONTRACTOR:</b> _____		
<b>JOB NUMBER:</b> _____		
<b>MWWD REPRESENTATIVE:</b> _____		
<b>REQUIREMENTS</b>		
5.1	ENVIRONMENTAL SAFETY AND HEALTH RULES	
5.2	EMERGENCY RESPONSE	
5.3	MANAGEMENT OF CHANGE	
5.4	TRAINING	
5.5	COMMUNICATION PROFICIENCY	
5.6	WORKING IN AN OPERATING UNIT	
5.7	OFFICE SAFETY	
5.8	HOUSEKEEPING	
5.9	PERSONAL PROTECTIVE EQUIPMENT	
5.10	ACCIDENT/INCIDENT INVESTIGATION	
5.11	PRE-START UP ES&H REVIEW	
5.12	INJURY & ILLNESS RECORDKEEPING & REPORTING	
5.13	PORTABLE POWER TOOLS	
5.14	HAND TOOLS	
5.15	SCAFFOLDING	
5.16	ABRASIVE BLASTING	
5.17	STAIRWAYS AND LADDERS	
5.18	HIGH PRESSURE WATER BLASTING	
5.19	WELDING, CUTTING & BRAZING	
5.20	SLINGS, CHAINFALLS & COME-ALONGS	
5.21	COMPRESSED GAS CYLINDERS	
5.22	FIRE PROTECTION & PREVENTION	
5.23	TEMPORARY FIELD FACILITIES	
5.24	STEEL ERECTION	
5.25	CONCRETE, CONCRETE FORMS & SHORING	
5.26	SECURITY	
5.27	HAZARDOUS WORK PERMITS	
5.28	CONFINED SPACE ENTRY	
5.29	BREAKING INTO PIPELINES	
5.30	LOCKOUT & TAGGING	

**CONTRACTOR:** \_\_\_\_\_  
**JOB NUMBER:** \_\_\_\_\_  
**MWWD REPRESENTATIVE:** \_\_\_\_\_

5.31	ELECTRICAL SAFETY	
5.32	HOT WORK PERMIT (FIRE PERMIT)	
5.33	HOT-TAPPING	
5.34	TRENCHING & EXCAVATION	
5.35	FALL PROTECTION	
5.36	FLOOR & WALL OPENINGS/BARRICADES	
5.37	DEMOLITION AND DISMANTLING	
5.38	OCCUPATIONAL HEALTH/EXPOSURE MONITORING	
5.39	HEARING CONVSERVATION	
5.40	RESPIRATORY PROTECTION	
5.41	HAZARD COMMUNICATION	
5.42	ASBESTOS ABATEMENT	
5.43	LABORATORY SAFETY	
5.44	LEAD EXPOSURE	
5.45	VEHICLE SAFETY	
5.46	CRANES & HOISTING EQUIPMENT	
5.47	PILE DRIVING	
5.48	MOBILE/POWERED CONSTRUCTION EQUIPMENT	
5.49	WASTE MANAGEMENT	
5.50	GROUND & SURFACE WATER PROTECTION	
5.51	SUBSTANCE DETECTION	
5.52	TUNNELING	
5.53	SEWERS	
5.54	BLANK	

sample

\*\* END OF SECTION \*\*